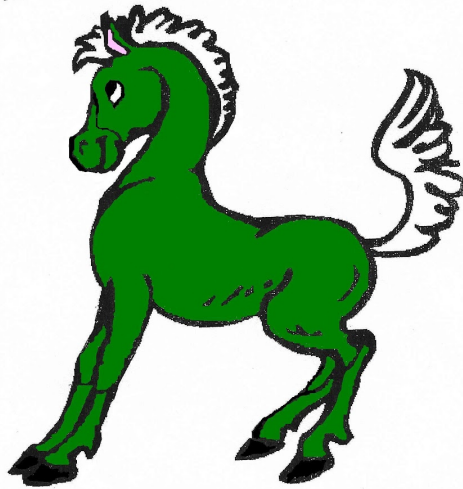


**Strongsville
Early Learning
Preschool**



Mini- Mustangs

2023-2024

FAMILY HANDBOOK

STRONGSVILLE EARLY LEARNING PRESCHOOL

19543 Lunn Road

13883 Drake Road

Strongsville, Ohio

(440) 572-7046

Strongsville Board of Education

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Director of Instructional Technology

Supervisor of Elementary Curriculum

Curtis Washington, Supervisor of Transportation 440-572-7060

Phone Number for All Strongsville City Schools 440-572-7000

District Attendance 440-572-7003

Look for District/School Updates on www.strongnet.org

This handbook is adopted by the Strongsville Board of Education each year and does not reflect changes that may occur during the school year. When in doubt, contact the school for questions or clarification. The information in this handbook is based on the laws governing schools in Ohio. In the case of any discrepancy between the information in the handbook and the law as it exists from time to time, the law will govern.

Strongsville Early Learning Preschool Family Handbook

Strongsville City Schools

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INTRODUCTION

Welcome! The policies and procedures in the *Preschool Family Handbook* serve to encourage a positive teaching and learning climate for all students. The contents are based upon the Ohio Revised Code and District policies approved by the Board of Education. The *Preschool Family Handbook* is designed to support families by providing a concise source of information. It has been adopted by the Board of Education to be followed by all students, parents and employees. It is expected that parents will read and understand the contents of the document. Have a wonderful year!

PHILOSOPHY

Strongsville City Schools (SCS)

MISSION STATEMENT

Strongsville City Schools in partnership with the community, will ensure all students reach their fullest potential through challenging curriculum and activities, provided by a highly qualified, motivated staff, in a safe, supportive environment with up-to-date facilities and technology.

GUIDING BELIEFS

As the Strongsville City Schools District Leadership Team, we are committed to understanding, educating, and meeting the needs of all students. Based upon this commitment, the following belief statements serve as guidance for the collaborative work of our district

- Shared leadership and collaborative problem-solving between students, staff, teachers, administration, parents and the community are essential to the improvement process.
- All adults will make data-based decisions and implement evidence-based practices in the classroom.
- All adults will take a holistic approach to teaching and learning to teach the whole child.
- School should be enjoyable for students; learning should be engaging, exciting and fun, as students learn best when they are active learners.
- All students have the right to access high quality instruction in the general education classroom.
- Students are individuals and have individual learning needs.

PBIS MISSION

The mission of Positive Behavior Intervention and Supports (PBIS) in Strongsville City Schools is to create a positive, inclusive school culture while promoting a supportive approach to teaching and learning that maximizes the academic achievement, creativity, and social-emotional competence of all learners.

Strongsville Early Learning Preschool (SELP)

PROGRAM PHILOSOPHY

All children have a need to explore and interact with their environment for learning to take place. Play is the way of life for a child. At an early age, children begin to explore and understand their world through play. Through play and other daily experiences, a child develops in the following six domains: adaptive (independence), aesthetic (creativity), cognitive (conceptual understanding), communication (language), sensorimotor (sensory and small/large muscle development), and social-emotional (management of self and relationships with others). At Strongsville Early Learning Preschool, we believe that it is important to understand developmental stages and make necessary adjustments to ensure that optimal learning takes place, through play and other meaningful activities, for children of all abilities.

Collaborative efforts between home, school, service agencies and the community are necessary to enhance the preschool experience. Together, we can prepare our children for future learning environments based on their individual needs.

VISION

Our vision is a school where differences among children are expected, accepted, accommodated and celebrated as they learn and grow together!

MISSION STATEMENT

We educate children of all abilities in an inclusive setting in partnership with families and the community. All of our "Mini-Mustangs" receive individualized preacademic and social-emotional education in a play-based environment. Additionally, our children receive art, music and physical education, and will receive occupational, physical, speech, and/or behavioral therapies if needed as a result of an identified disability. Our teachers hold advanced degrees in Early Childhood Education. Our entire staff, including classroom assistants, secretary and custodian, is committed to supporting the needs of every child.

As a learning community, we believe we have a profound impact on each student's life and we are positive role models for students. Our impact is enhanced through the establishment of a positive working partnership with our families and the Early Learning Preschool community.

PROGRAM OBJECTIVES

Strongsville Early Learning Preschool offers a comprehensive and developmentally appropriate preschool program for all children. Our objectives are as follows:

1. To recognize the characteristics of play in young children and its relationship to developmentally appropriate practice;
2. To assist in the acquisition of self-help skills needed for independent living;
3. To assist in the development of pre-academic problem solving and critical thinking skills;
4. To promote the development of communication skills;
5. To nurture the development of appropriate social-emotional skills;
6. To assist in the development of sensorimotor skills, to include large and small muscles;
7. To provide opportunities for creativity and self-expression.

PRESCHOOL PROGRAM DESCRIPTION

FAMILY INVOLVEMENT

Family involvement in partnership with the preschool is integral to a child's development and feeling of security. Parent support and collaboration with preschool staff within and outside of the school environment is a necessary and valued component of a child's education.

Visitations by parents of current students are welcome. Please contact the school prior to arrival if feasible. Parents are encouraged to be a part of their child's classroom experience. This participation may be in the form of providing assistance for a special project, providing materials/supplies for a special activity, or simply visiting with your child. If possible, we ask that parents schedule their visit with the teacher. Please note SCS procedures for admittance of visitors on p.15 of this handbook.

Parent/School Communication

Teachers and the Preschool Director send weekly newsletters to families. Parents are encouraged to call their child's teacher if they have any questions or concerns about classroom activities. Please refer to the staff directory located in the front of this handbook for phone numbers. Parents may phone teachers' direct lines and leave a voicemail message during school hours. Teachers will return calls in a timely manner. Written correspondence may occur via teacher/family communication logs, district email or through the district communication app.

Parent/Teacher Conferences

Parent/teacher conferences may be arranged at mutually agreed upon days and times. When a conference is desired, please make advance contact with the school secretary or the teacher so that arrangements may be made. A minimum of two conference opportunities will be provided formally each school year.

Report Cards

Report cards for students are sent home to parents one week following the end of each trimester. Please refer to the school calendar for end of trimester dates.

Request for Student Records

The policy of the Strongsville Board of Education recognizes that collecting and maintaining data to assist the student in present and future endeavors must be done in a way that will not impinge upon a student's privacy or other rights. Parental requests to review their child's records should be made verbally or in writing to the Preschool Director.

Parent Teacher Association

Strongsville Early Learning Preschool has a Parent-Teacher Association (PTA) that is an affiliate of Strongsville City Schools PTA. Membership is encouraged. PTA communicates with families through a variety of media throughout the year. Information regarding membership also can be obtained from the school.

The Strongsville Early Learning Preschool PTA is an important part of our school that works to benefit all the children. Our unit provides many programs and activities to enhance curriculum, enrich activities and support various student activities that are not publicly funded. Parent/Guardian (including mom, dad, grandparents, aunts, uncles) involvement is welcomed. Your participation, ideas and comments benefit our unit. Participation leads to rewarding relationships with teachers, administrators, staff and other SELP families.

HIGH QUALITY INSTRUCTION FOR ALL STUDENTS

Strongsville Early Learning Preschool (SELP) serves preschool-age children of **all** abilities. The preschool curriculum reflects developmentally appropriate early childhood programming. The structure and learning experiences in the classroom are specifically designed to address the needs of every student.

As a proud affiliate of Strongsville City School district, SELP prepares children for their future success in our elementary schools. Our curriculum and learning activities are aligned with [Ohio's Early Learning and Development Standards \(ELDS\)](#) to promote growth in the domains of Social and Emotional Development, Physical Well-Being and Motor Development, Approaches Toward Learning, Language and Literacy, and Cognition and General Knowledge. All of our classroom teachers have Master's degrees in education. All teachers hold licenses in Early Childhood Education issued by the Ohio Department of Education. Additionally, Strongsville City School District teachers who are licensed in their respective areas provide instruction in art, music, and physical education to our students. Our instructional practices are aligned with the research-based strategies that are employed in our district elementary schools.

STUDENT CONDUCT

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education believes that violent, disruptive, or inappropriate behavior by students has no place in our schools and our school district, and confirmed infractions will be handled by the administration in accordance with our student handbook.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this District. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the student Code of Conduct/Student Discipline Code accordingly.

Students may be subject to discipline for violation of the Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a Board official or employee, or the property of such official or employee.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct/Student Discipline Code. This Code of Conduct/Student Discipline Code shall be reviewed periodically.

PHILOSOPHY OF DISCIPLINE

Discipline is addressed as a teaching and learning opportunity throughout the school day. Strongsville City Schools employ a Positive Behavior Interventions and Supports (PBIS) program that teaches behavioral expectations aligned with Whole Body Listening. PBIS is a nationally-known, research-based framework for supporting students' social-emotional development and appropriate behaviors. "The mission of PBIS in Strongsville City Schools is to create a positive, inclusive school culture while promoting a supportive approach to teaching and learning that maximizes the academic achievement, creativity, and social-emotional competence of all learners." The PBIS framework focuses on positive means of instructing and reinforcing students for meeting behavioral expectations across all school environments. These expectations are communicated in the form of a PBIS matrix.

Strongsville
Early Learning Preschool
PBIS at a Glance

What is PBIS in Early Childhood?
Positive Behavior Interventions and Support
It is evidence-based practices to promote expected behavior, prevent problematic behavior, and intervene when students need more support.



Why Use PBIS?

- 1 Better social skills
- 2 Less behaviors
- 3 Safe learning environment

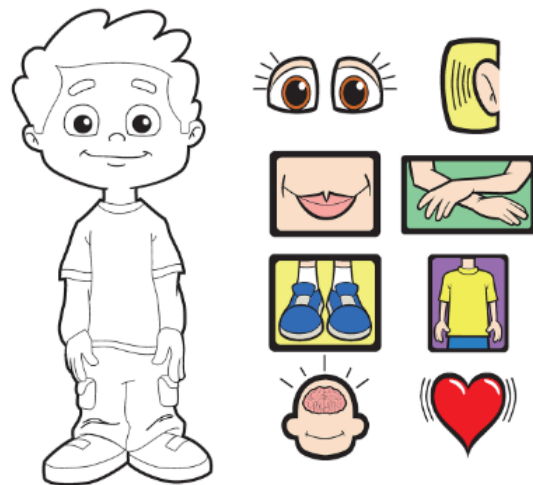
Expectations:
In preschool, we use Whole Body Listening.
We are **safe** and **kind**.

Interventions to Support Students:

- 1 Explicit teaching of expected behaviors
- 2 Behavior expectations taught and reinforced across all settings
- 3 One on one individual interventions (token board, visual timer, when/then visual)



WE ARE SAFE AND KIND WHEN WE ARE WHOLE BODY LISTENERS!



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PHILOSOPHY AND APPROACH TO BEHAVIOR MANAGEMENT

Behavior management or discipline should be a method of teaching children to express their emotions, needs and wants in constructive, adaptive ways. Children need to learn developmentally appropriate problem-solving skills so that they can interact positively and peacefully with peers and adults. As such, staff at Strongsville Early Learning Preschool choose from among several strategies to use the most effective means to assist individuals and groups of children. Examples include:

Strategies to prevent a problem situation:

- **Consistent implementation of PBIS across all school environments.**
- Pre-teaching social skills, expected behaviors and routines clearly, and practicing consistently.
- Setting up the learning environment to promote smooth transitions.
- Identifying potential “triggers” that may cause a child to react inappropriately and teaching replacement skills to the child.
- Practicing with modeling, social stories and dramatic play.
- Cueing the child verbally, as well as through nonverbal means such as picture schedules.
- Recognizing and reinforcing children individually and by class for exhibiting appropriate behavior.

Strategies when a problem situation occurs:

- Cueing and redirection.
- Temporary distraction from the problem situation to refocus the child’s attention.
- Calming techniques, such as speaking softly to the child and encouraging self-soothing techniques.
- Separation from the problem situation, as appropriate to the child, by allowing a break in a quiet area within the classroom.
- Protecting children from harm to themselves or others.
- Discussing the problem situation with the child or children involved to facilitate problem-solving by having them generate possible solutions and carry them out.

Strategies after a problem situation has occurred:

- Praise and recognition for appropriate behavior and problem-solving.
- Reinforcing skills acquired during the problem-solving activity for future use.
- Redirection to the previous activity or to another activity.

Deescalation Training

Strongsville City Schools trains staff in Nonviolent Crisis Intervention (NCI) through Crisis Prevention Institute. The primary goal of nonviolent crisis intervention is to prevent the need for physical intervention through the use of deescalation techniques to defuse a potential crisis. Staff implement deescalation strategies in a supportive and caring manner. Several staff attend formal training annually. The use of physical intervention is considered to be a last resort to prevent harm to self or others.

Ohio Administrative Code 3301-37-10 Preschool Behavior Management/Discipline

- A. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
- B. The center shall have a written discipline policy describing the center’s philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.
- C. Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.
- D. The center’s actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:
 1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
 2. No discipline shall be delegated to any other child.

3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
 4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
 5. No child shall be subjected to profane language, threats, derogatory remarks about the child or the child's family or other verbal abuse.
 6. Discipline shall not be imposed on a child for failure to eat, failure to sleep or for toileting accidents.
 7. Techniques of discipline shall not humiliate, shame or frighten a child.
 8. Discipline shall not include withholding food, rest or toilet use.
 9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
 10. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
- E. All preschool staff members shall review this discipline policy upon employment.

Methods of discipline at Strongsville Early Learning Preschool shall be implemented pursuant to this code.

SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

LICENSING AND QUALITY RATING

Strongsville Early Learning Preschool is [licensed by the Ohio Department of Education](#), as posted in the lobby of the preschool. State inspection reports are available for viewing through the Preschool Director or designee. Complaints regarding the preschool program should be referred to the Director at 572-7046, the Assistant Superintendent of Strongsville City Schools at 572-7035, and/or to:

Preschool Licensing
Ohio Department of Education | 877-644-6338
OELSR.licensing@education.ohio.gov

Strongsville Early Learning Preschool participates in the **Step Up to Quality** rating system through the Ohio Department of Education.

SCREENING

Developmental Screening

The following screening is conducted for all children according to requirements of the Ohio Department of Education Office of Early Learning and School Readiness:

Ages & Stages Questionnaires®, Third Edition (ASQ-3™)

ASQ-3 asks open-ended questions on behavior and expressive language and is completed by the classroom teacher and parent. The questionnaire items are linked to developmental milestones. This screening tool is used to ensure your child is progressing in their development. The information from this screening will be shared with parents during parent-teacher conferences.

Vision Screening

A vision screening is conducted at the beginning of the school year. The purpose of this screening is to examine your child's sharpness of vision, or visual acuity. Screening results may indicate a need for further assessment. A vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

Hearing Screening

A hearing screening is an abbreviated hearing test to determine if your child might have a hearing problem. It is intended to identify children who are in need of further evaluation.

FORMAL ASSESSMENTS

The following assessments are conducted according to requirements of the Ohio Department of Education Office of Early Learning and School Readiness:

Early Learning Assessment (ELA)

The purpose of the Early Learning Assessment is to provide teachers with a tool to monitor individual children's learning, individualize learning opportunities, plan for intervention and enrichment, and ensure that all children are on the path for kindergarten readiness.

Childhood Outcomes Summary Form (COSF)

The Childhood Outcomes Summary Form is used by preschool intervention specialists in collaboration with parents to document progress of each preschool child with a disability in each of three categories, using a 7-point scale. The COSF captures information on children's progress in the acquisition and use of knowledge and skills, (including early language, communication and early literacy), positive emotional skills (including social relationships) and the use of appropriate behaviors to meet their needs. This form gathers information from ongoing assessments, families and all service providers.

CURRICULUM

The formal curriculum adopted for use at Strongsville Early Learning Preschool consists of the Creative Curriculum for Preschool Foundation and the accompanying GOLD Assessment System. Lesson plans are posted in classrooms.

Classroom activities are developed in accordance with program philosophy and objectives, the adopted curriculum and Ohio Department of Education Early Learning and Development Standards, and are aligned with students' Individualized Education Programs or Individual Goal Plans respectively. Teachers conduct ongoing assessment that correlates to the curriculum and the Early Learning and Development Standards, using a variety of assessment methods to inform their instruction. Activities and the areas of development that they address include, but are not limited to, the following:

- Arrival and Dismissal: Practicing greetings and previewing or reviewing the day's events and personal goals, to develop social, language, listening and fine motor skills;
- Self-Care: Practicing independence in managing coat and backpack and in bathroom and hygiene to develop functional living and fine motor skills;
- Preacademics: Participating in learning centers to develop cognitive and attention skills;
- Group Time: Interacting with peers and staff regarding daily events, new concepts and materials, and songs and stories, to develop attention, language and listening skills and ability to follow instructions;
- Individual and Small Group Activities: Participating in free play and structured activities, and if applicable, specialized instruction and/or therapy as outlined on the student's Individualized Education Program;
- Art and Music: Participating in the arts to develop creativity, task orientation and social, language, listening and fine motor skills;
- Play and Physical Education: Participating in indoor and outdoor play opportunities and games to develop cooperation as well as fine and gross motor, problem solving, and language skills. Children will spend some time outdoors except when weather or playground conditions prohibit. All playground equipment will be used appropriately under adult supervision.

Seasonal Celebrations

Throughout the year we will have seasonal celebrations or parties. These are meant to be fun activities for the children to learn vocabulary and practice language and social skills. However, if for any reason you do not wish to have your child involved in the party, please let your child's teacher know. We will provide alternative, curriculum-based activities during the party time. We certainly wish to keep communication open with all families and respect everyone's beliefs and traditions.

SPECIAL EDUCATION PROGRAMMING

Some children may demonstrate developmental delays in one or more of the following areas: adaptive behavior; cognitive skills; communication skills; hearing; vision; sensorimotor (gross motor/fine motor/sensory) functioning; and social-emotional/behavioral skills. Through a detailed multifactorial evaluation process, a child may be identified as having a disability as defined by state and federal laws. Children with identified disabilities receive services according to their Individualized Education Programs (IEPs) as developed by a team consisting of parent(s), early childhood intervention specialist, general education preschool teacher and administrator, with professionals such as a speech-language pathologist and other therapists participating as

appropriate. The following services are provided through Strongsville City Schools and are based at Strongsville Early Learning Preschool:

- **Center Based Services** occur at Strongsville Early Learning Preschool. Classrooms are staffed by teachers licensed in early childhood special education and classroom assistants. Center-based services consist of two-and-a-half hour classes Monday through Thursday for a total of ten hours per week, in classrooms that include children without disabilities. If your child has an identified disability and an Individualized Education Program (IEP), specially designed instruction and related services as required by your child's IEP are delivered within the school day. Speech/language therapy, occupational therapy, Applied Behavior Analysis (ABA) therapy and/or physical therapy are provided if the IEP team determines that your child needs these related services to meet their goals and objectives. On Fridays, students do not attend school; however, professional staff conduct consultation, ETR/IEP meetings, assessments, observations and other activities that support children's needs. Collaborative activities will vary based on the needs of the individual child and family.
- **Itinerant Services** for children with disabilities are provided by a certified intervention specialist (special education teacher) who may serve students at home or at a preschool/daycare within ten (10) miles of Strongsville Early Learning Preschool. The itinerant teacher offers services a minimum of four hours per month as outlined on the child's Individualized Education Program.
- **Itinerant Speech Services** are provided by a licensed speech therapist who services students enrolled in a community preschool/daycare within ten (10) miles of Strongsville Early Learning Preschool or for students not enrolled in preschool. Services are provided at one of the preschool locations (Lunn Road or Chapman) or at the community site as determined by the student's IEP.

STRONGSVILLE CITY SCHOOLS **GENERAL PROCEDURES**

SCHOOL ATTENDANCE POLICY

Regular and punctual attendance contributes to a child's success in school and later in life. Statistics have shown that absences have a direct relationship to achievement. When there are concerns regarding attendance or punctuality, the Director will contact the parent. Regular attendance is important; but it is, of course, equally important to the welfare of all students that children who are ill remain at home until they are well.

When a parent, guardian, or other person having care of a student has failed to initiate a telephone call or other communication notifying the school or building administration of the student's excused or unexcused absence within 120 minutes after the beginning of the school day, the attendance officer or designee for each school building shall make at least one (1) attempt to contact the parent, guardian, or other person having care of any student who is recorded as absent without legitimate excuse within 120 minutes after the beginning of each school day by a method designated by the Superintendent in accordance with Ohio law (see AG 5200).

- Parents/guardians are asked to call the preschool to report absences/illnesses at 440-572-7003, and to call the Transportation Department to notify the bus at 440-572-7060 if applicable.
- Children arriving late to school will need to be escorted to classrooms by parents after checking in with the office/secretary to receive a visitor's badge. Frequent tardiness is discouraged and may adversely affect learning.

Any student who has prolonged absence due to illness or injury, or has a chronic health problem, which will cause prolonged or periodic absence, should obtain a note from his physician to be placed on file in the office.

Pre-Arranged Absences

Due to the importance of students being present in the classroom to achieve the full understanding and sequence of materials being learned, student absence from school is strongly discouraged. Students/parents must realize that in certain circumstances, learning experiences are irretrievable and cannot be repeated.

In the event that a child must be absent for an extended period due to reasons other than illness, the parent will be required to pay tuition for the period to reserve the child's placement at the preschool.

Transfers/Withdrawals

Parents of students transferring or withdrawing to any other school in or out of the district are asked to notify the school secretary at 440-572-7046. The proper form will be prepared for parent signature and a copy of the withdrawal form will be given to the parent to take to the new school.

Departures>Returns During School Hours

When doctor or dental appointments or other commitments cannot be scheduled outside of school hours and a parent knows in advance that it will be necessary for a child to leave school during the school day, the parent is requested to send a note the day the student is to be excused. The note is to include the name of the person picking up the child with the dismissal time, and the return time if applicable. The parent must come into the preschool to sign their child out and again when returning to school. Parents or designated person picking up the child will be required to present a photo ID prior to removing the student.

Emergency School Closing

Emergency school closings, delays, and early dismissals due to severe weather or other conditions will be announced as follows:

- Morning and evening television and radio newscasts
- District cable channels
- District and building websites
- Automated phone messaging system

Schools that are closed on consecutive days are announced each day. A school not announced as closed may be presumed to be open.

VISITORS

Board of Education policy, adopted pursuant to state law, requires that all visitors to the school bring a valid ID (state ID/ license) and sign in on the visitor management system in the lobby. Once authorized, visitors will report to the main office via the secure entrance. All buildings are equipped with buzzers and require access to the building through the main office. All authorized visitors will be issued a visitor sticker to be worn at all times while inside or outside the building at any school sponsored activity during the school day. Visitors are asked to return to the main office prior to leaving in order to check out.

EMERGENCY/SAFETY DRILLS

Emergency and safety drills (fire, tornado, intruder) are held in compliance with the Ohio Revised Code. The drills are planned to provide practice at varying times and under differing conditions. Order and speed are stressed during a drill. No talking is permitted as an emergency situation requires being able to hear directions given by a staff member. The intent is that the response to the signals for drills will become so routine that the procedure will be carried out rapidly, automatically, and in an orderly manner, to maximize safety for all occupants of the building. See more information in the section below entitled “Parent Notice of Safety Measures.”

FEES AND FINES

For fees other than tuition, notices will be sent home at various times during the school year specifying the item or activity for which there is a fee. Report cards may be withheld if student fees are not paid.

COMPUTERS AND THE INTERNET

Each parent may be required to sign an Acceptable Use Policy on behalf of their child before the student is permitted to access the District’s technology.

DISCLAIMER OF RESPONSIBILITY: VALUABLES AT SCHOOL

Please label all outer clothing such as hats, gloves, boots, and jackets. Label backpacks and school supplies that are for personal use only (i.e., not to be shared). Children should refrain from wearing or carrying items of considerable value.

Students are expected to refrain from using personal electronic devices while in school unless directed to by classroom teachers. Administration reserves the right to determine inappropriate use of any electronic devices, and students may have these devices confiscated if they are used inappropriately. The school district will not be responsible for lost, damaged, or stolen property.

A “Lost and Found” is located in each school. Items are kept until claimed by the owner or until the end of the school year. Parents may contact the school to check for missing articles in the “Lost and Found” and in the building. Unclaimed items will be disposed of or donated.

EMERGENCY RELEASE

A **minimum of two persons other than parents** must be listed as emergency contacts in InfoSnap. “Emergency Contacts” must be able to come to school within 45 minutes of a call to pick up a sick or injured child. Persons on the authorized pick-up list must be at least 18 years of age and have photo identification.

In accordance with State regulations, children are released only to a custodial parent, guardian, or person authorized by the parent/guardian. If a person other than those noted in InfoSnap will pick up a child, the parent must call the secretary to identify the authorized person. **The secretary will require photo identification from the person picking up the child.**

FAMILY/CUSTODIAL SITUATIONS

In two-parent families, it is assumed that both parents are living at the same address unless the school has been notified otherwise. School personnel will send home notices, communications, etc., with the child. It is assumed that both parents are communicating regarding the child and that all information is shared by and between the parents.

In families experiencing separation of parents or pending divorce, the above information will be sent home with the child to whichever parent currently has care of the child. It is assumed that this information is shared by the parents and *between* the parents. Since this situation frequently impacts on a child's achievement and interactions at school, parents are asked to inform *both* the principal and teacher of this fact so that appropriate support can be given to the child. School personnel cannot proceed on hearsay, rumors, or requests of a parent, however, without the appropriate documentation detailed below.

In cases of an actual divorce/dissolution decree involving clear *custody by one parent*, the school is to be informed by the custodial parent of this fact. A copy of the first page of the decree bearing the case number, the pages referring to custody and the parents' relationship with the school and/or the child's education, and the final page bearing the judge's signature are to be submitted to the Director. Unless the decree indicates otherwise, school communications will be sent home to the *custodial parent*. Custodial parents should understand, however, that unless the divorce decree or other court order specifically limits the non-custodial parent's right to access the student's records, the non-custodial parent has a right to the same access as the custodial parent. The school will, unless instructed by a court order, release to the non-custodial parent such items as report cards, health records, referrals for special services, and other formal communications. Further, please note that unless restricted by court order, the non-custodial parent has the right to attend any of their child's school activities.

In cases of joint custody (shared parenting agreements) entitling both parents access to school personnel and activities, it is assumed that one copy of communications and information will be sent home with the child and that this will be shared *by* and *between* the parents. However, a second copy may be requested if needed.

Regarding parent conferences in all custody situations, it is preferred and will be the general procedure that *one* conference appointment be scheduled jointly if both parents wish to be present. It is assumed that parents are able to set aside differences and to come together on behalf of their child for this time. A joint conference further ensures that both parents are given the same information at the same time, thereby avoiding misunderstanding and/or misinterpretations.

MEDICAL SITUATIONS

For questions concerning medical situations in school, please contact the District School Nurse at 440-572-7069.

Required Preschool Immunizations

Students will not be permitted to attend school or extracurricular activities unless all immunization requirements of the Ohio Revised Code section 3313.671 and 3701.13 are met.

Documentation must be mailed or faxed to Strongsville Early Learning Preschool, or given to the school secretary.

Allergies

Allergies to food or other substances should be indicated in InfoSnap and communicated directly to the Director and your child's teacher so that appropriate precautions can be taken.

First Aid, Communicable Disease and Illnesses or Injuries at School

Staff members are trained in First Aid and Communicable Disease. A fully supplied first aid kit and Communicable Disease Chart are located in each classroom and in the school clinic. Parents will receive written notification in the event of their child's exposure to communicable disease (e.g., strep infection, conjunctivitis, etc.).

Parents/guardians will be immediately notified of their child's condition if a child presents with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to their parent/guardian:

- *Diarrhea (more than one abnormally loose stool within a 24 hour period)*
- *Vomiting in combination with other signs of illness*
- *Severe coughing, affecting breathing or making a whooping sound*
- *Difficult or rapid breathing*
- *Yellowish skin or eyes*
- *Conjunctivitis*
- *Temperature of 100°F*
- *Untreated infected skin patch(es)*
- *Unusually dark urine and/or gray or white stool*
- *Stiff neck*
- *Evidence of lice, scabies or other parasitic infection*

A child with any of the following signs or symptoms of illness is immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day will be determined by the clinic nurse and the parent or guardian. The child while isolated will be observed for the symptoms listed above as well as the following:

- *Unusual spots or rashes*
- *Sore throat or difficulty in swallowing*
- *Elevated temperature*
- *Vomiting*

Control of Bloodborne Pathogens

The School District seeks to provide a safe educational environment for students and takes appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to bloodborne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the main office and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

Administration of Medication

When it is necessary for the administration of medication to a student while in school, the following procedure is required:

The clinic nurse must receive one or more of the following completed medication forms signed by the licensed prescriber (physician, nurse practitioner) who prescribed the medication and by the parent/guardian. **All medications (prescription and over-the-counter) require a parent/guardian signature and a prescriber signature.** Please do not send medication to school with your student. The parent/guardian must bring all prescription and nonprescription medication and any refills of medication to the school office. The medication forms are available on the district website at www.strongnet.org or from the school.

- **Medication Administration Form**
- **Authorization for Student Possession and Use of an Epinephrine Autoinjector Form**
- **Authorization for Student Possession and Use of an Asthma Inhaler Form**

The authorization to administer medication will be in force from the duration stated by the prescriber as long as the prescriber is attending the student's medical needs, but will not extend beyond the current school year. The parent/guardian must obtain and submit a revised statement from the prescriber if any of the information provided by the prescriber changes.

A copy of the form authorizing the student to receive medication during the school day will be in the possession of the person(s) designated by the principal as responsible to supervise the secure and proper storage of medication and the administration of medication to students.

Medication, prescription or over-the-counter, including cough drops, must be brought to the clinic nurse, or to the Director or to the appropriate person(s) who have been appointed by the Director. The medication must be in the container in which it was purchased or dispensed by the licensed pharmacist. Medication will be stored in a locked storage place unless refrigeration is required, and then it will be stored in a refrigerator not accessible to students.

No employee who is authorized to administer a prescribed medication and who has a copy of the most recent prescriber's statement will be liable in civil damages for administering or failing to administer the drug, unless he/she acted in a manner that would constitute "gross negligence or wanton or reckless misconduct pursuant to O.R.C. 3313.713." No person employed by the Strongsville Board of Education is required to administer a drug to a student except pursuant to requirements established under this policy. The Strongsville Board of Education shall not require an employee to administer a drug to a student if the employee objects to administering the drug on the basis of religious convictions.

Communicable Diseases

In accordance with the [Ohio Department of Job and Family Services Rules](#), the following precautions shall be taken for children suspected of having a communicable disease:

The program shall immediately notify the parent or guardian of the child's condition when a child has been observed with signs or symptoms of illness. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian:

- Diarrhea;
- Severe coughing (whooping sound, causing child to become red or blue in the face);
- Difficult or rapid breathing;
- Yellowish skin or eyes;
- Conjunctivitis (pink eye);
- Temperature of 100 degrees Fahrenheit taken by the auxiliary method when in combination with other signs of illness;
- Infected skin patch(es); untreated
- Stiff neck; with elevated temperature
- Unusually dark urine and /or gray or white stool;

- Evidence of lice, scabies or other parasitic infection
- Vomiting more than 1 time combined with any other signs/symptoms of illness
- Sore throat or difficulty swallowing

Please keep your child home for the following:

- Persistent, disruptive cough
- Diarrhea (until diarrhea has ceased for 24 hours)
- Fever 100 degrees or higher (until fever below 100 degrees for 24 hours without medication)
- Lice or Nits until treated (child must be checked by clinic or office staff before returning to the classroom)
- Rash/Strep Throat/ Scarlet Fever- until child has been on antibiotics for 24 hours
- Vomiting- until vomiting has ceased for 24 hours without medication.

If your child becomes ill at school, you will be notified and expected to pick up your child immediately. Until that time, the student will be separated from the other children and permitted to rest. Your child will remain under adult supervision at all times. If you cannot be reached, the emergency number you provided will be called. Please keep the number current and notify the designated person that their number has been used for the purpose of an emergency contact.

When notifying the school of your child's absence due to illness, please indicate their condition so that we may inform parents of communicable diseases in their child's classroom.

Please note the following for when your child may return to school after they have been ill.

<u>Condition:</u>	<u>When to Return to School:</u>
Conjunctivitis	24 hours after treatment starts
Cough	Cough is no longer persistent
Diarrhea	24 hours after the last episode of diarrhea
Fever	24 hours after being fever free
Head Lice	Hair is treated and is nit free
Impetigo	24 hours after treatment starts - sores covered
Ringworm	24 hours after treatment starts - sores covered
Strep Throat	24 hours after treatment starts and fever free
Vomiting	24 hours after last episode of vomiting

STRONGSVILLE EARLY LEARNING PRESCHOOL **OPERATING PROCEDURES**

REQUIRED FORMS

In order for a child to attend Strongsville Early Learning Preschool, he/she must be registered with Strongsville City Schools. **The following forms shall be completed by the parent annually prior to the child's attendance:**

1. All required information listed in InfoSnap, the district's online student information system; and the following preschool-specific forms:
2. Medical Form signed by a physician
3. Dental Information Form signed by a dentist (*optional, not required*)
4. Roster Permission Form
5. Emergency Transportation Release
6. Child Transition Plan
7. Family Information Form.

TUITION

A monthly tuition fee is charged for the preschool program, unless the child has an Individualized Education Program with services that necessitate center based programming. Checks should be made payable to Strongsville City Schools by the 20th of each month for the following month and given to the classroom teacher or the building secretary. If the tuition is not received by the 20th of the month, parents may be asked to pay the tuition before their child can return to the preschool. Please contact the Preschool Director with questions or concerns about meeting financial obligations.

SCHOOL HOURS

Regular building hours for Lunn are 6:45 AM - 3:00 PM, Monday through Friday.

Regular building hours for Chapman are 8:00AM - 4:00PM, Monday through Friday.

Both preschool locations operate Monday through Thursday with NO STUDENTS on Friday.

Preschool Session 1

Lunn 8:05 a.m. - 10:35 a.m.

Chapman 8:15 a.m. - 10:45 a.m.

Preschool Session 2

Lunn 11:30 a.m. - 2:00 p.m.

Chapman 11:45 a.m. - 2:15 p.m.

ARRIVAL/DISMISSAL/TRANSPORTATION

A document with a detailed Arrival/Dismissal map and instructions is provided to each family prior to the child's attendance at the preschool. Staff are in the parking lot and throughout the school hallways at arrival and dismissal times to escort and direct children safely. Parents and children arriving earlier than the designated arrival time for their Session must remain together in the lobby until staff are on duty, at which time children may be released to go to their classrooms. Children arriving late to school will need to be escorted to classrooms by parents after checking in with the office/secretary to receive a visitor's badge.

Children leave the building at the end of their session according to supervised dismissal procedures. Parents who transport children need to ensure that they pick up their child on time. If a parent needs to have another person pick up their child at preschool, the parent must send a note to school that day with the name of the person or call the school with the name. Parents are asked to remind anyone picking up their child to stop at the secretary's desk and have a photo ID with them.

- Transportation to and from school may be provided by the district for students with disabilities within the boundaries of Strongsville City Schools. Children without disabilities attending the school, including siblings of students with disabilities, are transported by their families.
- Preschool staff will meet the buses and supervise all bus riders in and out of the building during arrival and dismissal.
- For the safety of all students, families and staff, please remember:
 - **Car drivers may not pull behind buses.**
 - **Cars may not be parked in the bus or fire lanes, or pass other cars waiting in line to drop off or pick up children.**
 - **Children must remain seated and buckled in while cars are waiting in line.**
 - **Cell phone use by drivers in line is prohibited.**

Safety is critical and these rules will be strictly enforced.

CHILDREN'S ITEMS

Supply List

Classroom supply lists are provided at the beginning of the school year and whenever additional supplies are needed.

Backpack

Every child will need a backpack large enough to accommodate a 9 x 12 folder for papers. Please check your child's backpack daily for notes, newsletters or art projects.

Clothing

Children should be dressed properly for all weather conditions. Care needs to be taken that outer clothing worn to school is suitable for outdoor play. All clothing or other materials brought to school should be labeled with the student's name. All students need to have an extra set of clothes (socks, underpants, shirt and pants) at the preschool in a large, zippered plastic bag labeled with the child's name.

Snacks

Classroom snack items will be provided by the parents in consultation with the classroom teachers, who will advise parents on healthier snack choices. The snack consists of 100% fruit juice, water or milk plus item(s) from other food groups. Some nutritious snack foods include: dry cereal; fresh, dried, or canned fruit; vegetable sticks and dip; pretzels; plain yogurt or yogurt with fruit; cheese and crackers; or oatmeal cookies. Students will be encouraged, not challenged, to try new foods. Each teacher will notify all parents of food allergies or special dietary requirements within the classroom. Snack menus will be posted weekly.

Toys

Please ensure your child does not bring toys to school unless permission has been granted by the teacher.

PARENT NOTICE OF SAFETY MEASURES

As a parent, you are rightfully concerned about the safety of your child while he/she is entrusted to the care of others. The following information is provided to inform you of safety measures that are enacted at Strongsville Early Learning Preschool in compliance with Strongsville City Schools' board policies and associated Ohio Administrative Codes.

Staff/Child Ratios

We maintain a staff to child ratio of 1:6 in all settings, meaning that there is always a minimum of one adult present for up to six children in any environment.

Emergency Situations (Fire, Severe Weather, Homeland Security)

We conduct safety drills (fire/rapid dismissal, tornado, intruder) as required by Ohio laws. Children are taught the proper response and behavior for each of these circumstances. Certain drills are conducted each month to allow children and staff to practice how to react to each situation to make every effort to remain safe under such circumstances.

In the event of such an occurrence, Strongsville City Schools will notify parents as soon as possible and establish procedures to reunite parents with their children in a safe and orderly manner at an appropriate location.

Medical/Dental Emergencies

In the event of a medical/dental emergency, staff will first call 911 and then contact the parent. In the event that the emergency medical responders recommend transporting a child to the nearest emergency facility, a staff member will accompany the child if the parent has not arrived in time. There is a defibrillator on site at the school. A licensed practical nurse is contracted to the school and staff are trained in first aid.

Reporting Child Abuse or Suspicion of Abuse or Neglect

Strongsville City Schools staff are required by law to contact the local children's protective service agency or police in the event a child shows any signs of potential abuse or neglect. The agency to which the information was reported will determine if actual abuse or neglect occurred and will intervene accordingly.

Strongsville City Schools Anti-Bullying Policy

Board policy **5517.01** is on our district website, www.strongnet.org, under School Board→ Board Policy Database→ type 5517.01 in Search. If you would like a printed copy please request one from the Preschool Director.

Parent Input

Parent input into program design and related procedures is necessary and valuable. Formal input is sought annually via survey. Input may be provided to the Preschool Director at any time via meeting, letter, email or phone. All parent input is considered by the Director for program design, procedures and evaluation, and for individual circumstances.

Other Safety Items:

Other safety measures are referenced in Strongsville City Schools Board of Education policies available on www.strongnet.org

VOLUNTEERS

We welcome volunteers to assist with various tasks at the preschool. If you would like to volunteer in any of the capacities listed below, please contact the school secretary for information on the process.

- *Classroom Celebrations*
We welcome the participation of family members in classroom celebrations. Please contact your child's teacher if you would like to supply snacks or assist with special events.
- *Clerical Assistance*
We appreciate help with preparing classroom materials in the staff workroom (coloring, cutting, pasting).
- *Classroom Helper*
Volunteers who can commit to a regular schedule and who are willing to complete the process for a background check may assist with children in the classroom. For educational reasons, we prefer that parents volunteer in classes other than their own child's. Please contact the Preschool Director for further information about district requirements for regular volunteers.



P.O. Box 157
Suwanee, GA 30024-0157

Dear Parents/Students:

Envision Payment Solutions™ is pleased to have been selected by **Strongsville City Schools** as its check service provider.

Please be aware that if your check is returned, it may be re-presented electronically. Also, in presenting a check for payment, you authorize service charges and processing fees to be debited from the same account should the check be dishonored. These fees, as permitted by state law, may be debited as a paper draft or an electronic funds transfer, at our option. Each dishonored item is subject to the applicable state returned check fees.

Specifically, per *Ohio Revised Code Annotated § 1319.16*, the service fee for returned checks is as follows:

\$30 or 10% of the face amount of the instrument, whichever is greater; plus amount of fees charged to the holder by any financial institution as a result of the check not being honored.

(Note that the fee structure will change according to any amendments made to OH law during a school year.)

If you wish to inquire about a returned check written to **Strongsville City Schools**, please contact **Envision Payment Solutions™** directly at the information listed below.

Thank you. We wish you and your children all the best for this year and beyond. Sincerely,
Envision Payment Solutions™



Customers (check writers) with returned check inquiries should contact:

Envision Payment Solutions™

Tel 877.290.5460, or 770.709.3100

Fax 770.709.3007

P.O. Box 157

Suwanee, GA 30024-0157

customerservice@envisionpayments.com

www.envisionpayments.com

NOTICES

NOTICE OF EARLY AND PERIODIC SCREENING, DIAGNOSIS AND TREATMENT (EPSDT)

Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid.

The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)
- developmental screening (to assess if child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure child receives them on time)
- [lead screening](#); and
- other services or screenings as needed

If your children are enrolled on Ohio Medicaid, Healthchek services are available to them. If you are younger than age 21 and are also enrolled, you can receive Healthchek services, too.

For more information:

- Read the Healthchek and Pregnancy Related Services Information Sheet: [English \(Instructions\)](#), [en Español](#) or [Somali](#)
- Read about [Frequently Asked Questions](#)

If you still have questions about Healthchek, send us a note through the [Healthchek Questions](#) form.

Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings for children ages birth to three are made available to families through Ohio County Boards of Developmental Disabilities. They serve the two primary functions of determining eligibility and service coordination. For more information please go to:

<http://dodd.ohio.gov/IndividualFamilies/GettingStarted/Pages/default.aspx>

PROTECTION AND PRIVACY OF STUDENT RECORDS

The School District maintains many student records including both directory information and confidential information.

Directory information includes:

- Student's name; photograph/image
- Address
- Telephone number
- Date and place of birth
- Major field of study
- Participation in officially recognized activities and sports
- Height and weight if a member of an athletic team
- Dates of attendance
- Grade level
- Date of graduation or awards received
- School email accounts

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information: upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual Family Education Rights and Privacy Act (FERPA) notice which can be found within this handbook.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to Strongsville City Schools, Treasurer, 18199 Cook Avenue, Strongsville, OH 44136. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or the student's parents;
- B. Mental or psychological problems of the student or the student's family'
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact Strongsville City Schools, Treasurer to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. Activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose; and
- B. The administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

Strongsville City Schools Notice for Directory Information Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Strongsville City Schools, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Strongsville City Schools may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Strongsville City Schools to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production
- The annual yearbook
- Honor roll or other recognition lists
- Graduation programs
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.¹

Strongsville City Schools Notice for Directory Information

If you do not want Strongsville City Schools to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 30 of each school year. Strongsville City Schools has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- School-assigned e-mail accounts for the limited purpose of facilitating students' registration for access to various online educational services

Reference: Strongsville City Schools Board of Education Policy 8330

¹ These laws are: Section 9528 of the ESEA (20 U.S.C. 7908), as amended by the *No Child Left Behind Act of 2001* (P.L. 107-110), the education bill, and 10 U.S.C. 503, as amended by section 544, the *National Defense Authorization Act for Fiscal Year 2002* (P.L. 107-107), the legislation that provides funding for the Nation's armed forces.

Strongsville City Schools
Notification of Rights under FERPA
For Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal or Director of Pupil Services a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the School principal or Director of Pupil Services, clearly identify the part of the record they want changed, and specify why it should be changed. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

Reference: Strongsville City Schools Board of Education Policy 8330

Strongsville City Schools Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)—

1. Political affiliations or beliefs of the student or student’s parent;
2. Mental or psychological problems of the student or student’s family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use –

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Strongsville City Schools has adopted a policy (Strongsville City Schools Board of Education Policy 2416), in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Strongsville City Schools will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. Strongsville City Schools will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation in the specific activity or survey. Strongsville City Schools will make this notification to parents at the beginning of the school year if the District has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys. Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-8520

EQUAL OPPORTUNITY

The Strongsville Board of Education is an equal opportunity employer and does not discriminate on the basis of sex, race, religion, age, disability, handicap or national origin in employment, and in the educational programs and activities that it operates.

District Compliance Officers

The Board designates the following individuals to serve as the District's Compliance Officers (Cos).

Jennifer Pelko Assistant Superintendent 440-572-7037 18199 Cook Ave., Strongsville, OH 44136	Andy Trujillo Director of Student Services 440-572-7045 18199 Cook Ave., Strongsville, OH 44136
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The COs are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination, retaliation or denial of equal access.

Additionally, COs are responsible for discussing concerns related to unlawful harassment, to assist students, staff, other members of the District community, and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the individual in those instances where concerns have not resulted in the filing of a formal complaint and where all parties are in agreement to participate in an informal process. COs accept complaints of unlawful harassment directly from any member of the School District community or a visitor to the District.

Title IX

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Assistant Superintendent 440-572-7040 18199 Cook Ave., Strongsville, OH 44136 TitleIX@scsmustangs.org	Director of Student Services 440-572-7044 18199 Cook Ave., Strongsville, OH 44136 TitleIX@scsmustangs.org
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Reports can also be made using the Stay Safe Speak Up website and hotline.

House Bill 64 Hearing and Vision Screenings

3313.673 (Screening of beginning pupils for special learning needs):

A) Except as provided in division (B) of this section, prior to the first day of November of the school year in which a pupil is enrolled for the first time in either kindergarten or first grade, the pupil shall be screened for hearing, vision, speech and communications, and health or medical problems and for any developmental disorders. If the results of any screening reveal the possibility of special learning needs, the board of education of the school district shall conduct further assessment in accordance with Chapter 3323. of the Revised Code. The board may provide any of the elements of the screening program itself, contract with any person or governmental entity to provide any such elements, or request the parent to obtain any such elements from a provider selected by the parent. If the board conducts hearing and vision screening itself or contracts for hearing and vision screening, such screening shall be conducted pursuant to sections [3313.50](#), [3313.69](#), and [3313.73](#) of the Revised Code.

(B) Prior to the first day of August of the school year in which a pupil is required to be screened under this section, the board shall provide parents with information about the district's screening program. If the board chooses to request parents to obtain any screening services, it shall provide lists of providers to parents together with information about such screening services available in the community to parents who cannot afford them. Any parent requested to obtain any screening services under this division may sign a written statement to the effect that he does not wish to have his child receive such screening.